

## Canterbury Christ Church University

### Procedures Relating to Changes in the Running of Programmes

1. The following procedures are applicable when there is a change in the running of a programme. There are separate procedures for the following:
  - i. Administrative Changes to the Running of a Module or Programme
  - ii. Validation Changes Effective from the New Cohort
  - iii. Validation Changes Effective Retrospectively
2. The procedures were first approved by the Quality and Standards Committee at its meeting on 3 June 2009 (Paper QSC08/145U and Minute 2044 refers). The procedures were last reviewed and amended to take account of changes in title in July 2015.

#### **Administrative Changes to the Running of a Module or Programme**

3. Changes in the running of a module or programme relating to administrative matters are determined by the programme team, subject to any requirements made by the Head of School concerning prior approval.
4. Examples of administrative changes include (but are not restricted to):
  - i. Responsibilities of members of staff
  - ii. Arrangements for teaching sessions
  - iii. Submission dates for assignments and dates for assessments
  - iv. Arrangements for the submission and return of work, and marking and feedback on assessments
  - v. Timetabling arrangements
  - vi. Placement arrangements
  - vii. Cessation of an optional module (but not a core module)
5. Where the administrative change affects another programme, there must be due consultation with the programme director of the other programme(s) to assess the impact.
6. Administrative changes must be notified to students in writing.
  - i. Where the change is determined before the programme commences, the students will be informed through the module or programme handbook.
  - ii. Where the change is made once the programme has commenced, the change is to be notified to the students in a recordable form appropriate to the nature of the change (for instance an announcement on Blackboard; an email; or a notice circulated to students ). An oral announcement in a class session is not sufficient. A copy of the notification must be retained for a period of six months after completion of the level or year of study

#### **Validation Changes Effective from the New Cohort**

7. Changes to the validated programme, including modules, are subject to the process set out by the Academic Board on the advice of the Quality and Standards Committee. Approved changes take effect for the next cohort of students, and are not applied retrospectively for registered students.
8. Where the change is to a module, the change takes effect for the next offering of the module, provided the revisions are included in the handbook in advance of the start of the module.

#### **Validation Changes Effective Retrospectively**

9. The general principle is that all validation changes take effect for the next offering of the module or the programme.
10. Where it is can be demonstrated to the satisfaction of the Faculty Director of Quality that the changes should apply to existing registrations the validation changes may be applied retrospectively, that is after the commencement of a module or programme. The Faculty Director of Quality must agree to the proposal in writing.

#### *Provision of Information to Students*

11. Where a programme team wishes to apply a change retrospectively, the general principle is that all students affected must be informed in writing of
  - a. the proposed changes;
  - b. the rationale for the changes; and
  - c. an outline of the impact on the students' study.
12. Responsibility for informing the students of the changes rests with the programme director, who must provide a copy of the relevant documentation to the Faculty Director of Quality.

#### *Retrospective Changes to Modules*

13. Where the retrospective change is to a module, for instance in terms of the balance of assessment, all students registered on the module must consent to the change in writing.
14. Where one or more students decline to accept the change, the advertised arrangements for the module must remain in place for all students.
15. Responsibility for obtaining the agreement of the students rests with the programme director.

#### *Retrospective Changes to Programmes*

16. Where the change is to a programme, the effect must only take place at the start of the next level of study. No change may be applied to a level that has already commenced, and no change is permitted to the calculation of any award except where the change is for the benefit of the student.

17. Where the change is effective from the commencement of the start of a new level, the students affected must be consulted by the programme director over the proposed changes as soon as is practicable. The results of the consultation taken into account when transferring the students from one validated programme to another, recorded in writing and made available to the student representatives on the programme.
18. The written consent of students is not required for changes in programmes permitted by the requirements set out in this section.

*Retrospective Changes to Programmes or Scheme affecting Part Time Students*

19. Where the change is to a programme affects the pattern of study for part time student, an assessment must be made by the programme or scheme director of the impact for categories of student, even where there may be single student in a category.
20. The implications must be set out in writing to the students concerned, with an explanation of how the students will complete the programme and the arrangements for the assessment of the award.
21. Where appropriate, a student may be offered entry to another programme of study. No student is to be required to enter another programme, except where the student fails an examination that would require repeating a level or year of study and the original programme is no longer available.

*Notification of the Academic Registrar*

22. The Academic Registrar must be informed in writing immediately of all agreed changes, together with an assessment of the impact of the changes on the structure of the programme, especially the structure of assessments.

*Review of the Procedures*

23. The procedures will be reviewed every three years to ensure they remain effective, unless the operation of the procedures indicates an earlier review is appropriate.
24. The Director of Quality and Standards is responsible for initiating a review.

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